



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S HELICOPTER/AIRPLANE MECHANIC

Class No. 005901

SHERIFF'S SUPERVISING HELICOPTER/AIRPLANE MECHANIC

Class No. 005900

■ CLASSIFICATION PURPOSE

To repair airframes, engines, and other components of helicopters and airplanes owned and operated by the Sheriff's Department.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Helicopter/Airplane Mechanic:

This classification is found only in the Sheriff's Department. Incumbents are responsible for mechanical maintenance, repairs, and alterations of both turbine powered helicopters and fixed wing aircraft. This class differs from the next higher class, Sheriff's Supervising Helicopter/Airplane Mechanic, in that the latter is a division supervisor.

Sheriff's Supervising Helicopter/Airplane Mechanic:

This classification is responsible for performing the more complex and technical mechanical duties as well as supervising subordinate staff.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Sheriff's Helicopter/Airplane Mechanic:

Essential Functions:

1. Disassembles and reassembles airframes, engines, and other component parts including main and tail rotor assemblies and gearboxes.
2. Troubleshoots engines and engine components such as fuel controls, governors, turbines, and compressors.
3. Tracks and balances helicopter rotor systems.
4. Removes and replaces time life components.
5. Performs sheet metal repairs, composite repairs, and builds sheet metal brackets and panels as required.
6. Services and lubricates engines, transmissions, and rotor systems.
7. Interprets electrical circuits and machine drawings of helicopter equipment.
8. Operates, tests, and repairs equipment and power tools used in helicopter repair and service work.
9. Adheres to manufacturer service bulletins, letters, instructions, and FAA airworthiness directives.
10. Maintains records of work performed as required by FA A regulations.
11. Performs FAA required annual inspections.
12. Performs all work under established safety practices.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Sheriff's Supervising Helicopter/Airplane Mechanic:

Essential Functions:

All the functions listed above and:

1. Conducts inspections and certifies the work completed by subordinate staff.
2. Ensures that information entered into computer-automated maintenance tracking programs is current and correct.
3. Ensures that all maintenance and repairs are performed in accordance with FAA requirements.
4. Performs the more technical and complex mechanical work and supervises subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of FAA requirements pertaining to helicopter maintenance and safety.
- Maintenance and overhaul procedures for helicopters and fixed wing aircraft.
- Safe operating procedures for hoist equipment, both indoor and field expedient.
- County customer service objectives and strategies.

Skills and Abilities to:

- Operate hoist equipment, both indoor and field expedient.
- Read, comprehend, and apply airframe and power plant directives.
- Update and maintain aircraft, engine, component, and weight and balance logs.
- Ability to troubleshoot and repair various helicopter and fixed wing aircraft components.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Sheriff's Helicopter/Airplane Mechanic:

1. Completion of FAA recognized training or education in the field of helicopter and aircraft maintenance, AND;
2. Three (3) years of experience in the repair and maintenance of helicopters, one (1) year of which must have been in charge of completing major and minor overhaul to return helicopters to flight status.

Sheriff's Supervising Helicopter/Airplane Mechanic:

1. Completion of FAA recognized training or education in the field of helicopter and aircraft maintenance, AND;
2. Four (4) years of experience in the repair and maintenance of helicopters, one (1) year of which must have been in charge of completing major and minor overhaul to return helicopters to flight status.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to manipulate aircraft components and tools with some use of computers, printers, and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic's License.

Sheriff's Supervising Helicopter/Airplane Mechanic: Federal Aviation Administration (FAA) Inspection Authorization License

Certification/Registration

None Required.

Working Conditions

Incumbents in these classifications will generally be working in a climate controlled repair hanger located at Gillespie Field in El Cajon. Incumbents may be required to affect repairs off site and in backcountry areas as needed. Some may be required to work nights and/or weekends to perform emergency repairs.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: November 15, 2002

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Revised: Spring 2004

Sheriff's Helicopter/Airplane Mechanic (Class No. 005901)
Sheriff's Supervising Helicopter/Airplane Mechanic (Class No. 005900)

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Union Code: MM

Variable Entry: Y
Variable Entry: Y